



BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW SECOND STORY PRELIMINARY REVIEW

Purpose: The purpose of the Second Story Preliminary Review is to provide an applicant with comments and direction in regards to a preliminary development proposal for a new two-story single-family home or a second-story addition to an existing house. The initial review will deal primarily with building setbacks, floor area ratio and the proposed architecture of the new dwelling/proposed addition in the context of the surrounding neighborhood.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

The following checklist outlines the detailed submittal requirements for the Preliminary plan review.

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

Schedule Time Line: The first review is generally completed within 12 business days of application. Projects may require a second preliminary review which will be completed in 12 business days. Upon completion, the applicant may prepare 90% working drawings for all

disciplines and submit to the Building Permit with Site Plan and Architectural Review for the first comprehensive plan review.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Project may be rejected and processing of the application will not occur until the submittal is determined to be complete.

Fees:

City Fees can be categorized to two groups: A) processing, review and inspection fees and B) Development Impact fees.

A) Processing, review and inspection fees:

These fees are aimed to cover the cost of providing services for processing, review of application and plans by Planning which is charged on an hourly basis.

Review and Processing Fees due at the time of submittal:

1. The minimum deposit for your application for review by the Building Permit with Site Plan and Architectural Review is \$1,800. The minimum deposit is due at the time of submittal.

The actual charge will be based on staff time required to process the application including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be processed at the completion of the project review if excess funds remain.

B) Development Impact fees:

City Development Impact Fees for Traffic, Capital Facilities, Fire, Park Land and Park Facilities are only charged for new housing units and not for additions.

Non-City fees:

- 1) New homes and additions over 500 square feet may be subject to Fremont Unified School District fees. Please check with the Fremont Unified School District regarding school fees.
- 2) New residential units may also be subject Alameda County Water District and Union Sanitary District fees. Please check with the respective districts to see if connection or other fees may be required.

Preliminary Review (12 business days):

All projects subject to review by the Building Permit with Site Plan and Architectural Review may be required to submit for Preliminary Review, unless they have received discretionary

approval by the Zoning Administrator, Planning Commission or City Council. A review for compliance with applicable codes, architectural review and environmental clearance are accomplished at this stage in the review process. An approval is valid for one year and can be extended for only one additional year. The following information must be submitted.

■ 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

■ B. **Two copies of a written project statement explaining the scope and purpose of the proposed project.**

■ C. **Plans, submitted in conjunction with the application, shall include the following items:**

■ (1) Vicinity map showing a one-half mile radius of the site (may be provided on the site plan or on a separate sheet).

■ (2) Accurately dimensioned site plan showing:

(a) Property lines.

(b) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.

(c) Floor area calculation providing the total area of the existing ground floor and existing second story, if any, as well as the proposed new floor area on each story.

(d) Parking.

- (e) Fencing.
- (f) Easements on the property.
- (g) Existing trees proposed or required to be preserved showing trunk locations, and accurate canopy outline. Groves may be shown in an outline.
- (h) All surrounding land uses identified in proximity to the subject site.
- (i) Toe-of-the-Hill line and Ridgeline, where applicable.
- (j) For projects in the Hill Area: detailed grading and drainage plan, showing existing and proposed contours, finished floor elevations and drainage facilities proposed for the site and any areas tributary to the site. (This information may be provided on a separate sheet.)

■ (4) Tree survey plan showing the following:

NOTE: If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

- (a) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
- (b) Tree(s) trunk DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor. Extent of tree canopy and elevation at base of tree.
- (c) Trees labeled by number and tagged on site per ISA standards.
- (d) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: additional analysis by a certified arborist may be required pending preliminary review of tree survey and other required project plans. If no trees exist on site, provide a statement by the Civil Engineer or Surveyor as such, as an alternative to the required tree survey.

■ (5) Elevations drawn to scale (required for new buildings or exterior modifications only) showing:

- (a) Each side of all proposed buildings and/or buildings proposed to be modified.

(b) Finish color and materials for all architectural elements must be labeled and keyed to material board for all elevations.

- (6) Floor plans, indicating all intended uses of each area.
- (7) For buildings 50 years or older, a completed form for Evaluation of Historic Significance.
- ☐ (8) Preliminary Title report.
- ☐ (9) Preliminary Grading Plan
- ☐ (10) Preliminary Utility Plan

■ **D. The number of plans required to be submitted with the application are:**

- (1) Two sets of full-sized plans (rolled).

NOTE: Plans submitted should not be less than 17" x 24".

NOTE: If additional information or clarification is needed regarding an application for Building Permit with Site Plan and Architectural Review review, contact the Building Permit with Site Plan and Architectural Review staff at (510) 494-4487 or (510) 494-4480. If you would like to make an appointment to submit a project, please call (510) 494-4443.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____